

STUDENT ENROLLMENT AGREEMENT

This agreement must be completed before the student begins class.

1. Parties and Student Information

This agreement is between **SC Real Estate Academy**, referred to as the School, and the student identified below, referred to as the Student. Together, the School and Student agree to the terms in this document and the attached school policies.

Student legal name	_____
Street address	_____
City, state, ZIP	_____
Email address	_____
Telephone	_____

2. Course Selection and Tuition

Select	Course	Hours	Tuition
☐	Unit I: Real Estate Principles	60	\$380
☐	Unit II: Advanced Real Estate Principles	30	\$275

Tuition due: \$_____ Amount paid: \$_____ Balance due: \$_____

Payment method: ☐ Credit or debit card ☐ Cash ☐ Approved payment arrangement

Books or materials included, if any: _____

3. Course Schedule

Course	Start date	End date	Meeting days and times	Location or delivery method

The School will provide the selected Commission approved course in accordance with the curriculum and instructional requirements established by the South Carolina Real Estate Commission.

SCHOOL POLICIES AND PROCEDURES

4. Admission Policy

Students enrolling in an associate prelicensing course must be at least 18 years old. Students are not required to possess prior real estate experience. SC Real Estate Academy admits qualified students without discrimination based on race, color, religion, sex, national origin, age, disability, or any other status protected by law.

5. Attendance and Makeup Policy

Students must complete all required course hours to receive credit. Attendance is recorded at the beginning and end of each class session. Students attending a synchronous online class must log in using their full name, remain visible on camera, and comply with attendance verification instructions.

A student who misses required instructional time must complete an approved makeup session covering the missed content. Makeup work must follow Commission requirements and must be completed within six months of the original registration date. No partial course credit is awarded.

6. Testing and Final Grade Policy

When a course requires a final examination, the examination will be administered and monitored by an approved instructor, school administrator, or other qualified person. The examination may be administered in person even when instruction is delivered online. A final score of 70 percent or higher is required to pass.

The final course grade is determined by the student's score on the proctored final examination. Classroom quizzes and practice activities are used for learning and reinforcement unless the instructor states otherwise.

A student who does not pass the first final examination may take one reexamination within six months of the original examination date. The reexamination will contain at least 80 percent new questions. After two unsuccessful examination attempts, the student must repeat the course before testing again. Cheating or academic dishonesty may result in dismissal from the examination and loss of testing privileges, subject to applicable Commission requirements.

7. Refund and Transfer Policy

A full tuition refund will be issued only when the School receives written cancellation at least 10 full calendar days before the original class start date. If a student transfers to another class and later cancels, refund eligibility is measured from the original class start date. No shows are not eligible for a refund.

A student may transfer paid tuition credit to another available course offered by the School for up to six months from the original registration date. A \$25 processing fee applies to each transfer. After six months, unused tuition credit is forfeited.

SCHOOL POLICIES AND PROCEDURES

8. School Cancellation and Rescheduling

The School may cancel or reschedule a course because of low enrollment, an emergency, instructor availability, unsafe conditions, or another circumstance affecting course delivery. If the School changes the start date, meeting time, meeting days, location, or delivery method before the course begins, the Student may accept the revised schedule, transfer the tuition credit, or request a full refund.

If the School permanently closes or becomes unable to complete a course already in progress, affected students will be offered an appropriate opportunity to complete the course, receive transferable credit when available, or receive a refund consistent with applicable requirements.

9. Certificates and Student Records

A Certificate of Completion will be issued after the Student satisfies all attendance, testing, and payment requirements. The Student should retain the original certificate. A \$10 fee applies to requests for a duplicate certificate. Enrollment agreements, attendance records, and other required school records are retained for at least five years and may be made available to the South Carolina Real Estate Commission upon request.

10. Payment Arrangements

Payment arrangements must be approved by the School. No final examination may be taken and no Certificate of Completion will be issued until the full course balance has been paid.

11. Accessibility and Equal Access

SC Real Estate Academy is committed to providing equal access. Students who need a reasonable accommodation should contact the School as early as possible at class@screacademy.com. Requests will be reviewed individually and handled in accordance with applicable law and Commission requirements.

12. Technology Requirements for Live Online Classes

Students attending a live online class must have a reliable internet connection and a computer or compatible device with Zoom, a working camera, and a microphone. Students must also be able to access the learning platform used for course materials, quizzes, and evaluations. Technical assistance is available Monday through Friday from 9:00 a.m. until 6:00 p.m. by emailing class@screacademy.com. The School aims to respond within 24 hours.

13. Student Responsibilities

The Student agrees to attend and participate, follow classroom and testing instructions, complete required work, protect the integrity of course examinations, and promptly notify the School of changes to contact information. The Student understands that completing a course does not guarantee passage of a licensing examination or issuance of a real estate license.

ACKNOWLEDGMENT AND SIGNATURES

By signing below, the Student acknowledges that the Student received, reviewed, and agrees to this enrollment agreement and all policies and procedures contained in it before the commencement of class. The Student also acknowledges receipt of a completed copy of this agreement.

Student signature	Date
Printed student name	

School representative signature	Date
Printed school representative name and title	

Agreement execution date: ____ / ____ / ____

School use only

Provider approval number	Course approval number
Instructor	Enrollment or receipt number

SC Real Estate Academy recommends that both parties retain a copy of the fully executed agreement.